

2021 Volunteer Generation Fund Continuation Guidance

Application Deadline: Wednesday, June 23, 2021, 5:00 p.m. Eastern Time

Important Notices

This application guidance conforms to AmeriCorps' online grant application system, eGrants.

Federal Funding Accountability and Transparency Act

Grant recipients will be required to report at www.FSRS.gov on all subawards over \$25,000 and may be required to report on executive compensation for recipients and subrecipients. Recipients must have the necessary systems in place to collect and report this information. See 2 CFR Part 170 for more information and to determine how these requirements apply.

Universal Identifier

Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number and register with the System for Award Management (SAM). All grant recipients are required to maintain an active registration.

APPLICATION GUIDANCE

Commissions with VGF grants in continuation will use the eGrants instructions below to create and submit an application.

Expansions

Continuation VGF applicants may request additional funding. AmeriCorps reserves the right to award applications in an amount other than at the requested level of funding.

Continuation Application Review Process

AmeriCorps staff will review all applications for Volunteer Generation Fund continuation applications according to the following criteria:

- 1) Timely submission of a complete Continuation application;
- 2) Compliance with grant requirements during current VGF grant;
- 3) Satisfactory performance and progress to date;
- 4) Continuation Changes – Identify proposed changes to the program structure/design and describe challenges from previous years and the plan to address these challenges. Note any other relevant changes;
- 5) Budget – The previous year's budget will automatically populate into the Continuation application; please edit as needed.

The deadline for continuation applications is **Wednesday, June 23, 2021 at 5:00 p.m. Eastern Time**. Applicants will be notified of funding no later than late July 2021.

How to Submit the Continuation Application

To create the continuation application in eGrants, click Continuation/Renewal on the eGrants home page. A list of continuable grants will appear. Select the VGF grant to be continued. Do not start a new application. Edit the continuation application as directed in the continuation request instructions below. When complete, click the **SUBMIT** button.

The submission of a continuation application does not obligate AmeriCorps to provide continuation funding. Continuation funding is contingent upon the selection criteria listed above. AmeriCorps reserves the right to adjust the amount of an additional grant award in subsequent years, or elect not to continue funding, based on these criteria.

If you experience problems using eGrants, contact the eGrants Help Desk at (800) 942-2677 or online at https://questions.nationalservice.gov/app/ask_eq.

REMINDER: *The Authorized Representative must ‘sign’ the Certifications and Assurances prior to submission. The Authorized Representative is the official within an applicant organization with the legal authority to give assurances, make commitments, enter into contracts, and execute such documents on behalf of the applicant as may be required by a grantmaker. The signature of the Authorized Representative certifies that commitments made on grant proposals will be honored and ensures that the applicant agrees to conform to the grantmaker's regulations, guidelines, and policies.*

What to Include in the Continuation Application

I. Applicant Info and Application Info

Update the Applicant Info and Application Info Sections in eGrants, if necessary. If applicable, note these changes in the Continuation Changes field.

II. Narrative (Narratives Section)

Executive Summary: Please update the one-paragraph summary of the proposed program as needed (500 character limit).

Continuation Narrative Updates: The previous year’s application will appear in the narrative sections. Do not enter continuation changes in the original narrative fields. Please document this year’s Continuation Changes in the Continuation Narrative field in eGrants. Do not delete previous years’ content from this field. Create a heading called Year [Year your grant is in] Continuation Changes” and follow the instructions below:

- a. Please describe any proposed changes to the scope or design of the previously approved program. Continuation changes may include but are not limited to: any planned changes to the structure/design of the program; a revised schedule/timeline for the program; changes in partner sites; explanation of any changes in the budget; adjustments to the evaluation; and staffing or approved activities. As applicable, these changes may also need to be reflected in the budget and the performance measures.
- b. If no changes are being proposed, enter “No Changes” in the Continuation Narrative field.
- c. Please describe any challenges from previous years and how these challenges are being addressed.
- d. Describe any major accomplishments from the most recent year of operation. Accomplishments might include details about progress toward intended impact and outcomes, significant partnerships, etc.
- e. If you are carrying over funds, please note the dollar amount of carry over you are including in the budget.
- f. If you are requesting an expansion, please note the dollar amount of expansion you are including in the budget.

III. Performance Measures (Performance Measures Section)

Performance measures are populated from the previous year’s application. All continuation applicants must revise their performance measures if needed to align with the current year VGF Performance Measure Instructions. VGF continuation applicants are required to use the National Performance Measures identified below:

- G3-3.4 (output): Number of organizations that received capacity building services

AND

- G3-3.10A (outcome): Number of organizations that increased their effectiveness, efficiency, and/or program scale/reach*

*In the Described Instrument section of measure G3-3.10A, applicants must specifically describe how they will measure organizational effectiveness, efficiency, or program scale/reach with respect to volunteer recruitment or management.

Applicants may optionally continue to use additional performance measure(s), either AmeriCorps performance measures or applicant determined performance measures, to describe the type and amount of activities carried out by volunteers managed and/or generated through VGF. All performance measures must align with the 2021 VGF Performance Measure Instructions posted on the AmeriCorps website. *Note: the number of volunteers recruited/coordinated/supported by your grant, and the number of hours served by these volunteers, will be reported via standard Performance Data Elements and should not be included as performance measures.*

IV. Budget (Budget Section)

Provide a detailed budget for the upcoming year. The budget from the previous year’s application is copied into the continuation request. Please make necessary changes in accordance with the Budget Instructions.

Unexpended Funds

To maximize funds available, we will allow grantees to carry over the amount of unexpended funds from the previous year’s grant. Grantees need to include allowable carryover funds in the budgets submitted to be able to expend those funds.

Match Requirements

Grantees are required to meet an overall matching rate that increases over time. The federal share of the allowable costs of carrying out a Volunteer Generation Fund program (whether the program is carried out directly or through sub-grants) may not exceed: 80 percent for the first year; 70 percent for the second year; 60 percent for the third year; and 50 percent for the fourth and any later year in which a recipient receives assistance from the VGF. The match can be cash or in-kind sources. Grant applicants must describe the expected source of their cash or in-kind share in their application.

Match Rates

Year 1	20%
Year 2	30%

Year 3	40%
Year 4 and beyond	50%

However, in December 2020, AmeriCorps issued a match waiver on FY 2021 Volunteer Generation Fund awards. Grantees who wish to take advantage of this waiver do not need to submit additional requests to have the match waived. While match does not have to be included in the proposed budgets, it is encouraged, when applicable, to represent full support of the program.